# **Notice Request by Party**

This lesson explains how to docket a Notice Request to add an interested party to the master mailing list.

STEP 1: Click the **Bankruptcy** hyperlink on the ECF main menu. (**See Figure 1**).



- **STEP 2:** Select Notice from the list of categories.
- **STEP 3:** The **CASE NUMBER** screen displays.
  - ' Enter the case number using the YY-NNNN format.
  - ' Click the [NEXT] button.
- **STEP 4:** The **EVENT SELECTION** screen displays.
  - ' Scroll to **Notice Request** or type an **N** to move down the list faster.
  - ' Click the [NEXT] button.
- **STEP 5:** The **Joint Filing Box** displays.
  - Bypass this screen by clicking [NEXT].
- **STEP 6:** The **PARTY SELECTION** screen displays.
  - ' Click the **Create/Add New Party** hyperlink.

#### **STEP 7:** The **PARTY SEARCH** screen displays.

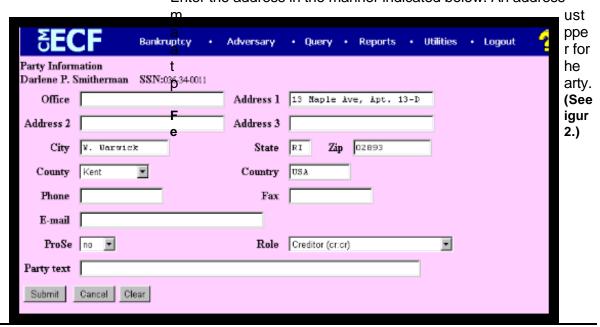
- ' Enter the creditor's business or last name in the **Last/Business**Name field.
- ' Click the [Search] button.

#### STEP 8: The SEARCH RESULTS screen displays.

- ' Click on the creditor's name from the list to select it.
  - Verify the creditor's address information.
  - Click on **Select name from list** button; make changes to the address as appropriate.
  - **IMPORTANT:** The **Role Type** must be changed to **Creditor or Interested Party**.
- ' If the creditor is not listed, click the [Create new Party] button.

#### **STEP 9:** The **PARTY INFORMATION** screen displays.

' Enter the address in the manner indicated below. An address



Darlene P. Smitherman 13 Maple Ave., Apt. 13 D W. Warwick, RI 02893

& **NOTE**: The creditor's address must be entered!

& **NOTE**: Do **not** use the "/" symbol to designate c/o - use c.o

### **VERY IMPORTANT** The Role must be either Creditor or Interested Party

' Click the [Submit] button.

## STEP 10: The PARTY SELECTION SCREEN displays.

- ' The creditor's name is preselected.
- ' Click the [NEXT] button.

#### **STEP 11:** The **Attorney-Party Association** screen displays

' Bypass this screen by clicking [NEXT].

#### **STEP 12:** The **PDF ATTACHMENT** screen displays.

- Locate and attach the PDF imaged document.
- ' Click the [NEXT] button.

## **STEP 13**: The **NAME/NUMBER VERIFICATION** screen displays.

' Verify the case name and number.

' Click the [NEXT] button.

#### **STEP 14:** The **FINAL TEXT** screen displays.

' Review the docket text. This is your last opportunity to make changes.

#### SAMPLE DOCKET TEXT

Notice Request Filed by Jane Doe on behalf of Jane Doe. (Doe, Jane).

- ' Click [Back] on the browser toolbar to make changes, if necessary.
- When no changes are necessary, click the **[NEXT]** button to proceed.

## STEP 15: The NOTICE OF ELECTRONIC FILING screen displays.

- ' The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that the document is now an official court document.
  - To print a copy of the notice, click the browser [Print] icon.
  - To save a copy of the receipt, click [File] on the browser menu bar and select Save Frame As.
  - The save box that displays allows you to name and save the page in some format. The format type is generally defaulted to HTML.